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ABSTRACT

This guide, which is intended for engineering professionals, explains how to use up-to-date job search techniques to design and conduct an effective job hunt. The first 11 chapters discuss the following steps in searching for a job: handling a job loss; managing time and financial resources while conducting a full-time job search; using objective self-evaluation techniques to assess skills, experience, and interests; researching the job market; setting up and conducting an efficient job search; accessing job resources electronically; networking with the people with the power to make a job offer; selecting and using the best possible resume and cover letter; learning the skills required to have a good job interview (making a good first impression, answering tough questions, managing various job interview styles, and following up); preparing for and taking preemployment tests; and conducting salary negotiations with confidence and competence. Chapter 12 contains the following resource materials: an 89-item bibliography; phone numbers of the 54 state and territorial engineering licensing boards; names/addresses of 41 engineering and technological societies; names/addresses of 53 state and territorial employment service offices; sample resumes; and sample job contact record. (MN)

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